 **SOFTWARE LICENSE COMPLIANCE   
CERTIFICATION FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Software Name** | **PO#** | **Location of the Software** *(is this software located in the cloud or on-premises? If on-premises, indicate Campus, Building, and Room#)* | **Division** | **Department** | **License Type** *(i.e. Enterprise, Per user, Site license, SaaS)* | **# of Licenses** *(for each software named)* | **Purchase/**  **Acquisition Date** | **Expiration Date** *(if applicable)* | **Cost** | **Transaction Class / Federal Program Impacted**  *(does this software impact any federal programs? If yes, please list the federal programs impacted. If no, indicate N/A)* | **Internally Developed?** *(was this software developed internally? Yes or No)* | **Externally Developed?** *(if applicable, complete below)* | | **Significant Interfaces** *(does this software interface with Banner or any other**significant software applications, yes or no? If yes, please indicate all significant applications this software interfaces with?)* |
| **Vendor / Brand Name and Version** *(name the vendor from which your department purchased this software. Indicate which version of this software is in use)* | **Significant Customizations (if applicable)** *(did your department make any significant customizations to this software? Yes or No. If yes, what significant customizations did your department make?* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Following [LCTCS Policy #7.007 Software License Compliance](https://campussuite-storage.s3.amazonaws.com/prod/1558543/91b64910-2d2e-11e8-8c09-0a7155647e8a/1778130/00540e70-584f-11e8-a46e-12be56b8d5f6/file/7007_LCTCS-Software-Licensing-Compliance_12132016.pdf)and the[Delgado Information Technology Security Policy](http://docushare3.dcc.edu/docushare/dsweb/Get/Document-2752/),I certify that the above-listed software has the necessary and appropriate licensing and that this department adheres to the conditions of use stipulated in the licenses. Furthermore, I understand that failure to comply with the requirements outlined in these policies may result in sanctions to possibly include a verbal or written warning, formal reprimand noted on employee’s evaluation, [disciplinary procedures](https://campussuite-storage.s3.amazonaws.com/prod/1558543/91b64910-2d2e-11e8-8c09-0a7155647e8a/1778099/005361a0-584f-11e8-89e8-12be56b8d5f6/file/6014_Discipline-For-All-Employees_12202016.pdf) up to and including termination, and/or reimbursement to the College. I also understand that misuse or negligence in ensuring software licensing requirements is a violation of the [Student Judicial Code](http://docushare3.dcc.edu/docushare/dsweb/Get/Document-80/), and accordingly, students are subject to the Code’s requirements and applicable sanctions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division/Department Head (Print Name) Signature of Division/Department Head Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designated Owner-Custodian (Print Name) Signature of Designated Owner-Custodian Date